

SFA FMS Sign-On

Scope

This procedure covers the steps for signing on to SFA FMS.

System References

N/A

Policy

N/A

Responsibility

All Users

Distribution

Ownership

N/A

Activity Preface

The sign-on procedures below assume that the Jinitiator software has already been loaded on your workstation, which occurs during the first sign on to FMS.

To access the First Time Sign-On procedure, click on the link directly below:

[First Time Sign-On--Installing Jinitiator \[Prox0002\]](#)

This procedure continues from:

[System Access/User Name and Password \[Prox0001\]](#)

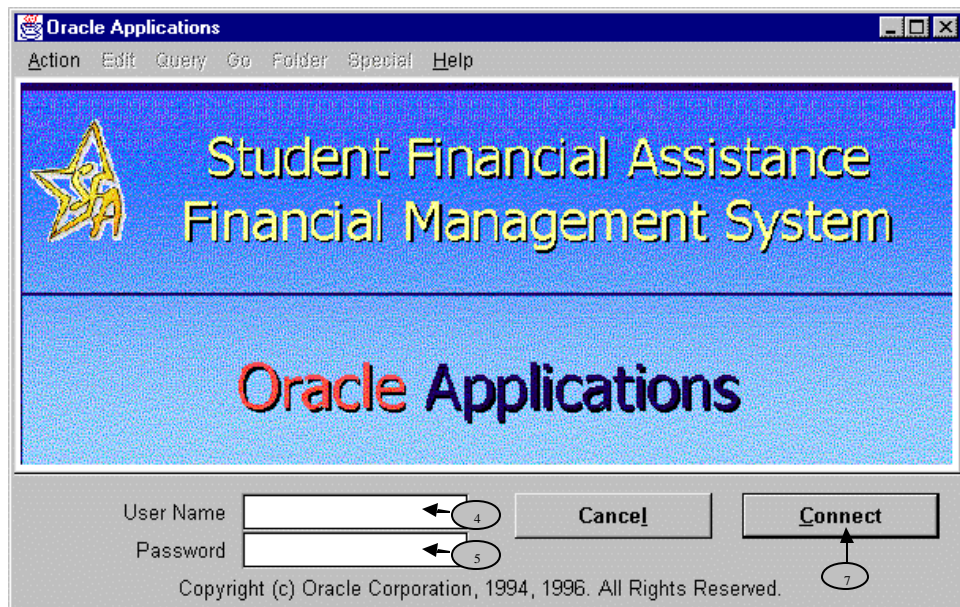
The following link opens the Oracle Applications window in Step 2 listed below:

http://hpl10.ed.gov:8000/PROD_j.htm

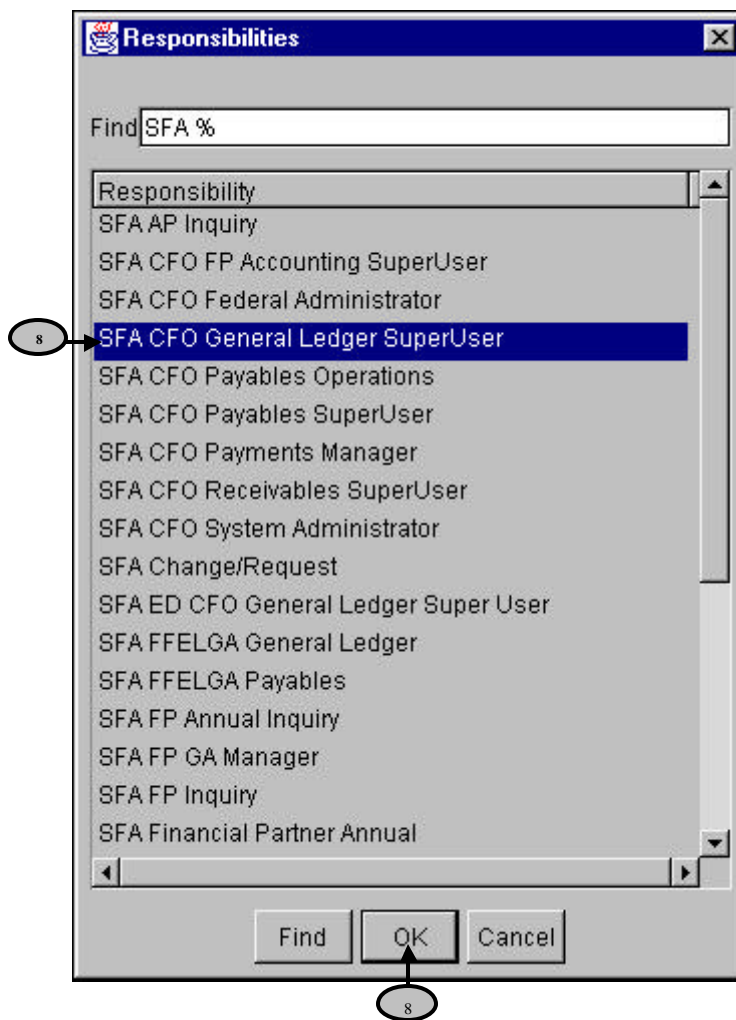
SFA FMS Sign-On-All Users

1. Open Internet Explorer, or other Internet browser.
2. Type the following address into the Address line of the browser
<http://?> or click on the Oracle Applications link in the section above.
3. Press the **Enter** key. The “Oracle Applications” window appears.

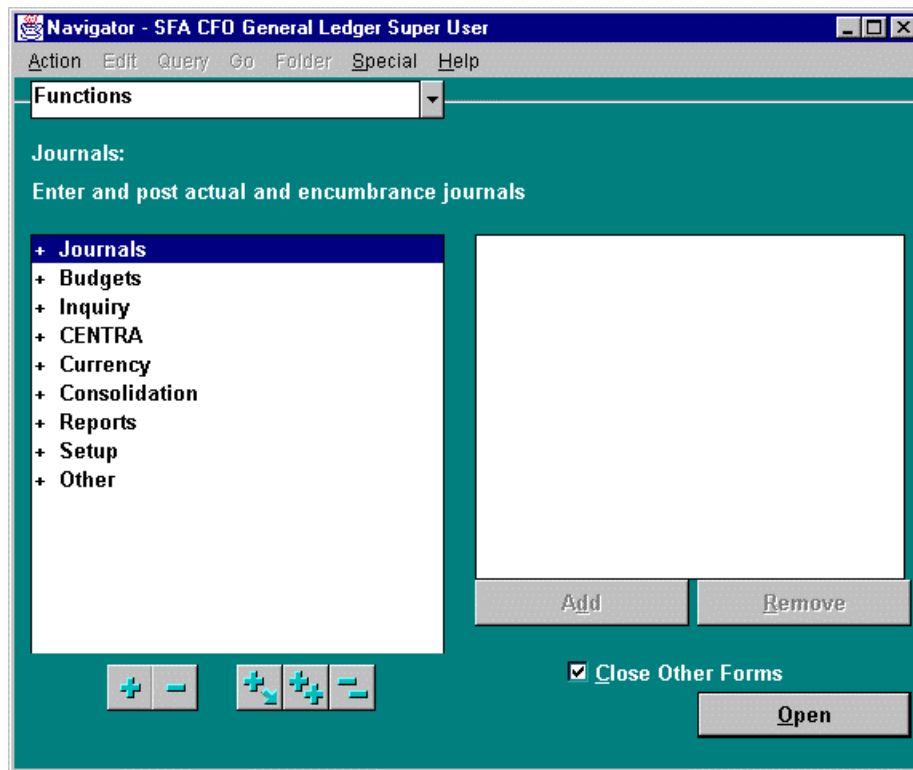
FYI: You can also add the http address to your **Favorites** menu in your internet browser. This will save you time by allowing you to select a shortcut to the address from the Favorites menu rather than re-typing it each time that you sign-on to SFA FMS. To add the address to your Favorites menu, type the address into the Address line of your browser. Then, select **Add to Favorites** from your **Favorites** menu and type the name of the shortcut.



4. Type your username in the **User Name** field.
 5. Tab to the **Password** field and type your password.
 6. Press the **Enter** key.
- OR-
7. Click the **Connect** button. The “Responsibilities” window appears.



8. Click the desired responsibility and click the **OK** button. The “Navigator” window appears.



End of activity.

Start

SFA FMS Sign-On- All Users

- Open Internet Explorer, or other Internet browser. (1)
- Type following address into Address line of browser <http://?> or click on Oracle Applications link in section above. (2)
- Press Enter key. "Oracle Applications" window appears. (3)
- Type your username in User Name field. (4)
- Tab to Password field & type your password. (5)
- Press Enter key. (6)
- Click Connect button. "Responsibilities" window appears. (7)
- Click desired responsibility & click OK button. "Navigator" window appears. (8)

End